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Next 1 Page(s) In Document Exempt

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**Agenda for
Working Group Meeting
7 November 1956**

- I. Review of Minutes of 1 November 1956 meeting.**
- II. Material for reconsideration:**
 - a. [REDACTED] 25X1A
 - b. [REDACTED], Preparation of Travel Vouchers.
Discussion of Acting Comptroller's memorandum dated
26 October 1956 to ADD/S.
- III. New material for consideration:**
 - a. [REDACTED], Safety Program. 25X1A

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Agenda for
Working Group Meeting

~~31 October~~ 1956
1 November

I. Review of Minutes of 25 October 1956 meeting.

II. Material for reconsideration:

a. [REDACTED]

25X1A

III. New material for consideration:

a. [REDACTED] Hours of Work, Dismissal of Employees Because
of Hazardous Weather

b. [REDACTED] Settlement of Accounts

25X1A

c. [REDACTED]

25X1A

d. [REDACTED] Hospitalization and Surgical Benefits Plan (Mutual
of Omaha) (This was added at the meeting and not included
on the copies of this agenda.)

25X1A

25X1A

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**Agenda for
Working Group Meeting
25 October 1956**

I. Review of Minutes of 23 October 1956 meeting.

II. Material for reconsideration:

25X1A

- a. [REDACTED] Employees' Compensation Benefits, Medical Benefits for Dependents. (This is a revised draft, and is intended to only inform all personnel of new benefit pending publication of Regulation citing details.)

25X1A

[REDACTED]

III. New material for consideration:

25X1A

- a. [REDACTED]

25X1A

- b. [REDACTED] Hours of Work: Official Holidays During November 1956.

25X1A

- c. [REDACTED] Intra-Office Issuance (proposed revision).

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Agenda for
Working Group Meeting

23 October 1956

I. Review of Minutes of 16 October 1956 meeting.

II. Material for reconsideration:

- a. [REDACTED] Custody and Control of Funds - Emergency Disposal of Funds and Commodity Assets. (Redraft by RCS)

III. New material:

- a. Discussion of procedure whereby DD/S personnel announcements will automatically expire after a short period of time.
- b. Discussion of Acting DCI's memorandum of approval of the Inspector General's Survey of CIA Regulations.

- c. Proposed [REDACTED] Finance Handbook
for Field Use Officers

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Agenda for
Working Group Meeting
16 October 1956

I. Review of Minutes of 11 October 1956 meeting.

II. Material for reconsideration:

25X1A

- a. [REDACTED] Basic Fiscal Documentary Requirements
Covering Services and Property Supplied to Others

III. New material:

25X1A

- a. Proposed R and [REDACTED] Material Caching
- b. Discussion of Comptroller's memorandum concerning Class A
Accounting Procedures.

SECRET

**Agenda for
Working Group Meeting
//
10 October 1956**

I. Review of Minutes of 4 October 1956 meeting.

II. Material for reconsideration:

- 25X1A a. [REDACTED]
25X1A Allowances.
- b. [REDACTED] Basic Fiscal Documentary Requirements Covering
Services and Property Supplied to Others.

III. New material:

- 25X1A a. Discussion of status reports on proposed regulatory issuances sub-
mitted by DD/S components.
- b. [REDACTED] Custody and Control of Funds - Emergency Disposal
of Funds and Commodity Assets.
- 25X1A c. Proposed [REDACTED] Employees' Compensation Benefits,
Medical Benefits for Dependents.
- 25X1A d. Proposed [REDACTED] Designation of Employees to Serve as Notaries Public.

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Next 2 Page(s) In Document Exempt

Agenda for
Working Group Meeting
20 September 1956

- I. Review of Minutes of 18 September 1956 Meeting
- II. Material for reconsideration
 - a. Travel and Transportation Regulations
 - b. [REDACTED], Insurance, Federal Employees' Group
Life Insurance

25X1A

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Next 3 Page(s) In Document Exempt

SECRET

Agenda for
Working Group Meeting
30 August 1956

I. Material for reconsideration

a.

b.

c. Travel and Transportation Regulations

25X1A

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Next 23 Page(s) In Document Exempt

SECRET

25X1A

- e. [REDACTED] Basic Fiscal Documentary Requirements Covering Services and Property Supplied to Others.

25X1A

1 [REDACTED] the need for the Regulation, particularly in connection with paragraph 3a, regarding personnel authorized to enter into contractual agreements. It will then be brought up again at the next meeting of the Working Group.

25X1A

- f. [REDACTED] Acceptance of Employees' Personal Checks.

Returned to RCS for necessary Agency concurrences and preparation for publication.

25X1A

III. Discussion was held concerning the status reports on proposed regulatory issuances submitted by DD/S components. Mr. [REDACTED] to have RCS check these status reports against their records and give the ADD/S a composite report of issuances in process.

- 2 -

SECRET

Next 2 Page(s) In Document Exempt

~~SECRET~~

25X1A

- b. [REDACTED], Medical Evaluation Request and Report, to be returned to Medical Staff with the following comments:

In view of the fact that this is to be permanent regulatory material, it should not be issued as a Notice. It is believed further that this Regulation might be combined with [REDACTED] Physical Examinations and Immunization, [REDACTED], Medical Evaluations - Fitness-For-Duty Examinations, and possibly with [REDACTED] Medical Standards.

25X1A

25X1A

25X1A

It is also suggested that consideration be given to including a procedure for requesting medical evaluations for use in connection with assignments [REDACTED]

25X1A

Para. 3 - It is not clear as to the difference between "new employees" and "employees presently on duty."

In view of the fact that the proposed form is a revised version of a present form, it should be coordinated with the Records Management Staff for the purpose of having it published and available when the Regulation is issued.

- 2 -

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MINUTES OF WORKING GROUP MEETING

18 September 56

- I. Review of Minutes of 13 September 1956 Meeting
- II. The following proposed issuances were reviewed and action taken as indicated:
 - a. Travel and Transportation Regulations

Mr. [REDACTED] distributed copies of proposed travel regulations for consideration at the 20 September Meeting.
 - b. [REDACTED], Insurance, Federal Employees' Group Life Insurance

To be discussed at the 20 September Meeting.

25X1A

25X1A

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25X1A

- i. [REDACTED] Fitness Report

Returned to Personnel for coordination

25X1A

- j. [REDACTED] Separations, Employment Review Board

Returned to Personnel for coordination.

25X1A

- k. [REDACTED] Approving Officers

RCB to obtain coordination.

III. Meetings

Beginning 18 September 1956 the Working Group Meetings will be held at 0930 Tuesday and Thursday.

SECRET

Next 11 Page(s) In Document Exempt

MINUTES OF WORKING GROUP MEETING

9 August 1956

The following proposed issuances were reviewed and action taken as indicated:

a. "CIA Telephone Directory"

The Committee approved of the publication of this proposed Notice and it was submitted to Mr. Lloyd for signature and transmittal to RCS for publication.

25X1A

b. [REDACTED]

The Committee recommended this be published as a regulation. Mr. [REDACTED] is to discuss with Security.

25X1A

c. [REDACTED], "Training at Quota Schools under Public Law 110"

25X1A

Mr. [REDACTED] revised draft was reviewed. A meeting will be held on Friday, 10 August, to discuss this regulation further.

25X1A

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MINUTES OF WORKING GROUP MEETING

26 July 1956

25X1A

25X1A

The Thursday meeting of the Working Group was devoted entirely to the revised draft of [REDACTED] "Duration of Tours of Duty." Mr. [REDACTED] is to have a clean draft ready for the Monday meeting (30 July).

The Agenda for the Monday meeting will be the same as the Agenda prepared for the Thursday, 26 July, meeting.

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6 July 1956

MEMORANDUM FOR THE RECORD

25X1A SUBJECT : Regulations; Procedure for Processing Regulatory Material, Handbooks vs. Regulations, Proposed Civil Service Retirement Regulation, Proposed [REDACTED] "Insurance, Section I: Federal Employees' Group Life Insurance"

25X1A

PARTICIPANTS: [REDACTED]

Procedure for Processing Regulatory Material

25X1A

Mr. [REDACTED] referenced the memorandum dated 30 June 1956 to all DD/S Office Heads from Colonel White regarding Procedure for Processing Regulatory Material, pointing out that Mr. Lloyd would be the screening point for all proposed regulatory issuances. Mr. [REDACTED] and Mr. [REDACTED] would be members of the working committee set up to review the proposed issuances.

25X1A

25X1A

Handbooks vs. Regulations

Discussion of contents of regulations which include detailed technical information of interest to small minority. Regulation [REDACTED] was defined as restricting the contents of regulations to essential procedures, policies, and responsibilities, and incorporating all detailed technical information and procedures in handbooks. 25X1A

Proposed Civil Service Retirement Issuance

It was agreed to publish a handbook incorporating all detailed technical information and procedures concerning retirement, and to develop a brief regulation which would include a statement to the effect that Agency employees are subject to the Civil Service Act, any exceptions, and perhaps a statement concerning responsibilities.

25X1A

Proposed [REDACTED] Insurance, Section I: Federal Employees' Group Life Insurance

It was also agreed to publish this information in handbook form.

14 September 1956

MEMORANDUM FOR THE RECORD

Sometime ago Mr. [REDACTED], Executive Officer, DD/P, requested Mr. [REDACTED] to give consideration to the establishment of a uniform set of standards as well as nomenclature in connection with Agency publications, regulations, etc. He had in mind such things as "What do we really mean by 'major component'" and "What do we mean by 'Operating Official'?"

25X1A

25X1A

[REDACTED]
25X1A

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